

DLM Test Administration Observation Research Protocol - Short Version

Purpose

The purpose of this protocol is to give observers a standardized way to describe the way a DLM testlet was administered. Observers complete one observation form per testlet administered. There are separate forms depending on whether the observer is recording information about a computer-delivered testlet or a teacher-administered testlet.

This protocol should only be used when observing the testing session for informational purposes. It should not be used when the primary purpose of the visit is to evaluate the teacher, monitor student performance, or coach the teacher.

General Instructions

Set-up

1. Remind the teacher that you are not there to evaluate their teaching or monitor student performance. You are there simply to observe what s/he normally does during DLM assessments. The purpose of what you are recording is to support documentation of the alternate assessment.
2. Ask the teacher to arrange the session as s/he typically would for that student.
3. Based on that arrangement, place yourself where you can unobtrusively observe – preferably outside the student’s line of vision and where you can still see the screen (for computer-delivered assessments) or behind the teacher/student pair, facing the computer (for teacher-administered assessments).
4. If the student completes multiple testlets, **use separate observation forms for each testlet.**

During the session

1. When recording the identifying information at the beginning of each form, do NOT include information that could be used to identify the student by name. Use an identifier that helps you distinguish between multiple students observed (e.g., “green shirt”, “girl with glasses”).
2. Document your observations in each section as thoroughly as possible.
3. Avoid interrupting the testing process.

After the session

1. Confirm that you have completed all parts of the protocol.
2. Make sure narrative comments are clearly written.
3. Follow up with the teacher if any clarifications need to be made on the protocol.
4. Allow the teacher to ask any questions if they would like to.

Submitting the protocol after the session

1. Paper protocol forms may be scanned and submitted by email to d1m@ku.edu. Paper protocol forms may also be faxed to 785-864-3566, Attn: DLM Test Administration Observations.

DLM Test Administration Observation Protocol – Short Version

Computer-Administered Testlets

State: _____ School: _____ Student: _____

Observation date: _____ Observer: _____

Test subject: ELA Math Science Grade: _____

Testlet Identifier (last 4 digits of the form name seen in KITE): _____

1. Preparation/Set Up

a. Location

- ☐ Student's typical classroom
☐ Computer lab

☐ Small room for individual testing
☐ Other (describe): _____

b. Testing conditions (select all that apply)

- ☐ Other students were present but **could not** see the student's test
- ☐ Other students were present and **could** see the student's test
- ☐ The TA was the student's teacher or other familiar educator
- ☐ The TA administered tests to multiple students simultaneously
- ☐ Other adults were present

c. Testing device:

- ☐ Desktop computer
☐ Laptop computer
☐ iPad

☐ Interactive whiteboard/projector
☐ Chromebook
☐ Other: _____

2. Administration

a. Test administrator behaviors (Mark YES or NO for each.):

YES	NO	The test administrator...
		navigated one or more screens for the student
		repeated question(s) before student responded
		repeated question(s) after student responded (gave a second trial at the same item)
		reduced the number of choices available to the student
		used verbal prompts to direct the student's attention What did the TA say?
		used physical prompts
		clarified directions
		defined vocabulary used in the testlet
		interpreted data table or graph for the student
		asked the student to clarify one or more responses What did the TA say?
		entered one or more responses for the student → If YES, complete questions b and c below. → If NO, skip to question d.

b. Did the response recorded by the TA match the student's answer?

- ☐ Yes
- ☐ No
- ☐ Could not tell

c. What condition(s) led to the teacher's response entry on the student's behalf? _____

d. Student behaviors (Select all that apply):

- ☐ navigated the screens independently
- ☐ navigated the screens with verbal prompts
- ☐ selected answers independently
- ☐ selected answers after verbal prompts
- ☐ indicated answers using sign language
- ☐ Indicated answers using eye gaze
- ☐ Indicated answers using materials outside of KITE (e.g., communication board)
- ☐ skipped one or more items
- ☐ revisited a question after answering it
- ☐ asked the TA a question. Record question here: _____

- _____
- ☐ used graphic organizer
 - ☐ used manipulatives (other than the ones required for the testlet)

f. Technical problems with the KITE system (select all that apply)

- ☐ Login/authentication problem
- ☐ Test not available
- ☐ System logged student out before test was completed
- ☐ Navigation did not work as intended
- ☐ Item did not display fully
- ☐ Scrolling/magnification – could not select intended answer
- ☐ Read aloud problem (e.g., distorted sound, highlighting did not work properly)
- ☐ Other: _____

g. Did the student complete the testlet? YES NO

If no, why was testlet not completed? _____

3. Accessibility

a. Accessibility features used for *part or all* of the testlet. (Mark YES or NO for each.)

YES	NO	Feature
		Magnification (2x, 3x, 4x, 5x)
		Invert Color Choice (black background, white font)
		Color Contrast (white or black background and color font)
		Color Overlay (background different color)
		Synthetic Read Aloud (text to speech)
		Human Read Aloud
		Single switch
		Two switch system
		Adaptive equipment (keyboard, mouse, touchpad, slant board, etc.)
		Individualized manipulatives (unit cubes, counters, etc.)
		Partner Assisted Scanning (TA assists students with scanning answer choices)

b. Did the student have difficulty with accessibility? YES NO

Describe the problem and what the test administrator did. _____

c. Indicate any other device(s) the student used:

- | | |
|--|---|
| <input type="checkbox"/> Alternate keyboard | <input type="checkbox"/> Voice output device |
| <input type="checkbox"/> Teacher-made symbols/pictures | <input type="checkbox"/> Light box |
| <input type="checkbox"/> Low-tech communication boards | <input type="checkbox"/> Computer screen magnifier |
| <input type="checkbox"/> Eye gaze technology | <input type="checkbox"/> Joystick (operates like a mouse) |
| <input type="checkbox"/> Sip and puff technology | <input type="checkbox"/> Head mouse |
| <input type="checkbox"/> Voice recognition software | <input type="checkbox"/> Other: _____ |

4. Observer Evaluation

a. Rate the student's overall engagement during the session: Low Medium High

b. Other observer comments:

DLM Test Administration Observation Protocol – Short Version
Teacher-Administered Testlets

State: _____ School: _____ Student: _____

Observation date: _____ Observer: _____

Test subject: ELA Math Science Grade: _____

Testlet Identifier (last 4 digits of the form name seen in KITE): _____

1. Preparation/Set Up

a. Location

- | | |
|---|--|
| <input type="checkbox"/> Student's typical classroom
<input type="checkbox"/> Computer lab | <input type="checkbox"/> Small room for individual testing
<input type="checkbox"/> Other (describe): _____ |
|---|--|

b. Testing conditions (select all that apply)

- ☐ Other students were present but **could not** see the student's test
- ☐ Other students were present and **could** see the student's test
- ☐ The TA was the student's teacher or other familiar educator
- ☐ The TA administered tests to multiple students simultaneously
- ☐ Other adults were present

c. Testing device:

- ☐ Desktop computer
- ☐ Laptop computer
- ☐ iPad

d. Preparation/Set Up (Mark YES or NO for each.)

YES	NO	The test administrator...
		referred to the Testlet Information Page before beginning to assess the student
		had materials prepared before starting to assess with the student
		arranged student/materials for optimal test administration
		substituted materials List materials used:

2. Administration

a. Student's response mode(s): Verbal Gesture Eye gaze Other: _____

b. Test administrator behaviors (Mark YES or NO for each.)

YES	NO	The test administrator...
		navigated the system without problems
		repeated question(s) before student responded
		repeated question(s) after student responded (gave a second trial at the same item)
		reduced the number of choices available to the student
		interpreted the student's responses and recorded a response that matched the student's behavior
		used verbal prompts to direct the student's attention
		used physical prompts or hand over hand guidance to assist the student in answering an item

c. *For ELA testlets only:* Test administrator behaviors (Mark YES or NO for each.)

YES	NO	The test administrator...
		encouraged engagement and interaction
		connected words/pictures to student background knowledge and experience
		labeled/pointed out pictures
		modeled concepts about print (reading left-to-right, one-to-one correspondence between a spoken and written word)
		pointed out rhymes, syllables and sounds in words
		modeled how to communicate using students' communication symbols
		incorporated objects to help make connections

d. *For science testlets only:* Test administrator behaviors (Mark YES or NO for each.)

YES	NO	The test administrator...
		used picture cards if they were available for the testlet
		discussed/defined science vocabulary
		connected words/pictures to student background knowledge and experience
		incorporated objects to help make connections

e. *For math testlets only:* Test administrator behaviors (Mark YES or NO for each.)

YES	NO	The test administrator...
		discussed/defined math vocabulary
		connected words/pictures to student background knowledge and experience
		incorporated objects to help make connections

f. Technical problems with the KITE system (select all that apply)

- ☐ Login/authentication problem
- ☐ Test not available
- ☐ System logged student out before test was completed
- ☐ Navigation did not work as intended
- ☐ Item did not display fully
- ☐ Scrolling/magnification – could not select intended answer
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- ☐ Other: _____

g. Did the student complete the testlet? YES NO

If not, why not?

3. Accessibility

a. Accessibility features used for *part or all* of the testlet. (Mark YES or NO for each.)

YES	NO	Feature
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		Synthetic Read Aloud (text to speech)
		Human Read Aloud
		Single switch
		Two switch system
		Adaptive equipment (keyboard, mouse, touchpad, slant board, etc.)
		Individualized manipulatives (unit cubes, counters, etc.)
		Partner Assisted Scanning (TA assists students with scanning answer choices)

b. Did the student have difficulty with accessibility? YES NO

Describe the problem and what the test administrator did. _____

c. Indicate any other device(s) the student used:

- ☐ Alternate keyboard
- ☐ Teacher-made symbols/pictures
- ☐ Low-tech communication boards
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- ☐ Sip and puff technology
- ☐ Voice recognition software
- ☐ Voice output device
- ☐ Light box
- ☐ Computer screen magnifier
- ☐ Joystick (operates like a mouse)
- ☐ Head mouse
- ☐ Other: _____

4. Observer Evaluation

a. Rate the student's overall engagement during the session: Low Medium High

b. Other observer comments: